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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 5  
77 WEST JACKSON BOULEVARD  
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF:

MEMORANDUM

MAY 08 1995

Subject: Work Assignment Manager (WAM) Designation

From: *Brigitte Manzke*  
Brigitte Manzke, MCC-10J  
Contracting Officer

To: Virginia A. Narsete/P-19J  
Work Assignment Manager/RPM  
Contract No. 68-R8-0079, WA No. 12-5LAN

I have approved your nomination as Work Assignment Manager for the work assignment(s) indicated on the attached form(s). Please keep a copy of the form(s) in the appropriate work assignment file(s).

If you have any questions regarding the attached, associated responsibilities, the contract statement of work, contract clauses, whatever....., call me at 6-6581.



**EPA**

United States  
Environmental Protection Agency  
Washington, DC 20460

**NOMINATION AND APPOINTMENT OF THE CONTRACTING OFFICER'S  
REPRESENTATIVE (COR)**

1.a. Name of Nominee:  
VIRGINIA A. NARSETE

b. Title, Series, and Grade Public Affairs GS-11-1035  
Community Involvement Coordinator

c. Mailing Address (include mail code):  
Office of Public Affairs/CIC  
Mail Code: P-19-J  
77 West Jackson Blvd  
Chicago, IL 60604

d. Telephone:  
(312)886-4359

2. The nomination is for:

- ☐ Project Officer  
☐ Deputy Project Officer  
☐ Regional Project Officer  
☐ Zone Project Officer  
☐ Delivery Order Project Officer  
☒ Work Assignment Manager  
☐ Alternate \_\_\_\_\_  
☐ Other \_\_\_\_\_

3. Training completed:

- a. Acquisition Training for Project Officers  
(Formerly The Basic Project Officer Course)  
(All Project Officers must complete.)  
  
b. Contract Administration Course  
(All CORs must complete.)  
  
c. Recertification Course  
(All CORs must complete every three years.)

Date Completed

March 16, 1995

4. Briefly describe the nominee's contract management experience and nominee's technical expertise in the subject matter of the contract:

I have completed contract Administration Training.

5. The nomination is for contract number 12-5LAN Albion Sheridan (W&W)

6. I understand that COR duties are not redelegable. In the event that I am unable to continue performing my COR duties, I will contact the Contracting Officer immediately.

VIRGINIA A. NARSETE  
Signature of Nominee

*Virginia A. Narsete*

4-25-95  
Date

7. I certify that:

- a. The nominee's contract management duties will be incorporated in his/her position description and performance standard.  
b. The nominee's Standard Form 450, Confidential Financial Disclosure Report, will be filed with the cognizant Deputy Ethics Official.  
c. The nominee's contract management workload will stay within his/her ability to perform satisfactorily.  
d. If the nominee performs his/her contract management functions unsatisfactorily, I will notify the Contracting Officer immediately.

*Toni Lesser*  
TONI LESSER/Chief, Superfund Community Involvement Section  
Signature of Nominating Official

4/25/95  
Date  
886 6685  
Telephone

Signature of the Appointing Official

*Brigitte Mangler*  
(Contracting Officer)

5/4/95  
Date